



“Equipped to Serve”

2011 – 2012 School Handbook

St. John's Lutheran School exists to:

- *Prepare children for eternal life*
- *Educate children to be effective Christian citizens*
- *Assist parents in their role of training their children in the ways of the Lord*

262-334-3077

899 South Sixth Avenue
West Bend WI 53095

www.stjohnsschoolwestbend.org

140th Year of Christian Education

Introduction

This handbook contains policies, guidelines, and procedures that represent the most recent expression of the management of St. John's Lutheran School. St. John's Lutheran School reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this handbook at any time.

Mission Statement

St. John's Lutheran School, an educational arm of St. John's Lutheran Church, exists to assist the congregation in accomplishing its mission of Connecting, Caring, and Sharing in Christ.

Philosophy

We believe that Christian education is a life long process of growing in faith through God's Word. As God's Word is taught, the Holy Spirit actively works to produce faith in the heart of the hearer. Therefore, our entire curriculum is centered on God's powerful Word. We believe that an education apart from Christ is incomplete.

God's Word teaches that parents are to bring their children up in the nurture and admonition of the Lord. Therefore, St. John's Lutheran School exists to assist parents in their God given responsibility. To that end, God's Word is intertwined in all we do.

We are most effective when we work in partnership with the family to develop the child spiritually, socially, physically, emotionally, and intellectually. Parents and teachers working together provide the best form of Christian education.

It is our prayer and purposeful goal that all students of St. John's Lutheran School grow in Christian discipleship, stewardship, and citizenship.

Accelerated Reader

The curriculum of St. John's School includes the use of the Accelerated Reader (AR) program. This software based program encourages and monitors independent reading. When students complete a book from the AR list they take a computerized comprehension quiz on the material they have read. AR Quizzes may only be taken during the school day. The Accelerated Reader Book List is available online at www.arbookfind.com.

Accreditation

St. John's is accredited by National Lutheran School Accrediting Association (NSLA). In order to maintain accreditation, St. John's must demonstrate continued school improvement in its annual accreditation report. Every six years an extensive self-study is conducted to set the course for future improvement.

Achievement Tests

Students in grades 1 through 8 are evaluated annually via a standardized test instrument. Individual student scores are reported to parents.

Admission Policy

As a ministry of St. John's Lutheran Church, St. John's Lutheran School provides Christian education for children ages three-years-old through grade eight.

While enrollment is not limited to families attending St. John's Lutheran Church, it is important that parents understand that we uphold Lutheran doctrine in our teachings. To better understand Lutheran doctrine, parents are encouraged to participate in the Sunday morning Bible class from 9:30 – 10:30 a.m. It is our intention to welcome and encourage school families to join our church and share in our entire church ministry.

St. John's Lutheran School must receive the transfer records of newly enrolled students within the 30-day probationary enrollment period.

Children entering kindergarten must have attained the age of five, on or before September 1.

Health examinations are recommended for all new students and all students entering Kindergarten. Physical exams are required for all fifth and seventh grade students participating in interscholastic activities. All students are expected to have all current immunizations as required by the State of Wisconsin.

St. John's admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, and athletic and other school administered programs.

Afternoon Bus Pickup

Buses load students along 6th Avenue. All bus students line up at the front entrance of the school and enter the buses only at the direction of the bus monitor. Guests may not ride the bus without a written note for the bus driver. Once students board the bus the Johnson Bus Company is responsible for them until they are dropped off. The Johnson Bus Company communicates behavior problems to the school in writing and the school forwards the information to the parents. Students who do not follow the directions of the driver may lose their bus privileges.

Afternoon Car Pickup

All students are to be picked up in the church parking lot. Parking is allowed only in the marked spaces that *do not abut* the playground. Extreme caution is required in the parking lot. It is expected that students who wish to play on the playground do so under the direct supervision of their parents. The teacher on parking lot duty at the end of the day monitors the parking lot traffic until 3:15 p.m. and is not responsible for playground supervision. Students should be picked up by 3:15 p.m.

Anti-Bullying Policy

We are committed to making our school a safe and caring place for all students to grow as God's dear children. In response to God's love for us and by His power, we will treat each other with Christian love and respect and we will refuse to tolerate bullying at school.

Our school defines bullying as follows: ***Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.***

Examples of bullying may include but are not limited to:

- Hurting someone physically
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put downs
- Touching or showing private body parts
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to play with someone

Out of love for God and others, the staff of St. John's will do the following things to prevent bullying and to help children feel safe and loved at school:

- Reflect God's love in helping students resolve conflict
- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and intervene when it happens
- Teach students in grades 3 – 5 lessons on anti-bullying
- Respond quickly and sensitively to bullying reports
- Take seriously families' concerns about bullying
- Look into all reported bullying incidents
- Assign consequences for bullying based on our discipline policy
- Provide immediate consequences for retaliation against students who report bullying

Out of love for God and others, the students of St. John's will do the following things to prevent bullying:

- Treat each other respectfully as faithful members of the body of Christ
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play
- Report bullying to an adult

Athletic Program

Maximization of effort and participation are the key components of our athletic program. Our well-rounded athletic program includes physical conditioning, knowledge, practice of fundamentals, and competition in soccer, volleyball, cross country, basketball, softball, and track. While competition and winning attitudes are an integral part of our program, participation is the primary emphasis. Students in grades five through eight are eligible for our extra-curricular athletic program. We participate in the Big Four Conference with teams from First Immanuel Cedarburg, St. Paul's Grafton, and St. John's Mayville.

Attendance

The State of Wisconsin requires regular school attendance. Parents are to call the school office by 8:30 a.m. if their child will not be attending. If students are going to be absent for reasons other than illness, the school should receive written notification in advance of the absence.

While regular attendance at school is very important, we recognize that there will be times when parents need to have their children miss school. If this is necessary, students are responsible for making up any work that they have missed within two weeks upon their return.

Teachers are not expected to provide work ahead of time nor are they expected to re-teach subject matter when parents choose to have their children miss school. We strongly encourage parents to keep these kinds of absences to a minimum.

Students will not be permitted to participate in extra-curricular events if they are absent from school the afternoon of the event. However, students who are absent for doctor appointments and special emergencies may participate at the discretion of the school administration.

Band Program

Students in grades five through eight may participate in our band program. Parents are responsible for the cost of the instrument and lesson books. Instruction is provided without charge during the regular school day. Students are responsible for completing work assigned during their band instruction and teachers are not responsible for re-teaching lessons when a student is involved in a band lesson. Lessons are scheduled on a revolving basis so the same class period is not missed. Those who take lessons are expected to participate in one of the school's performing ensembles.

Behavior

The Ten Commandments are the norm for Christian living. God has given them to us for a threefold purpose: a curb to keep us from violent outbursts of sin, a mirror to show us our own sinfulness, and a guide to show us how to lead a life pleasing to Him.

As disciples of Christ, our behavior will be God-pleasing. Jesus summarized the Law this way: "*Love the Lord your God with all your heart and with all your soul and with all your mind,*" and also, "*Love your neighbor as yourself*" students of St. John's Lutheran School are expected to:

- * Put God first in everything.
- * Treat God and His Word with respect so that His Name is honored. This means no cursing, swearing, lying, deceiving, or involvement in satanic arts. This also means that God's Word is gladly heard and learned.
- * Honor those whom God has placed over them including parents, teachers, pastors. As an act of honoring God, students will follow classroom rules and come prepared to learn.
- * Help, support, and respect their fellow students and neighbors as encouraged in Philippians 4:8." *Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things.*" There are to be no putdowns, vulgar or inappropriate talk or actions, cheating, or fighting.
- * Respect the facilities. There is no eating in the school, church, or on the playground with the exception of morning break, lunch, and special occasions. Gum is not allowed in school. All garbage from snacks and lunch is to be placed in waste containers.
- * Act safely.

Bus Transportation

West Bend provides bus transportation for our K - 8 students who live in the designated busing areas. Parents are encouraged to call the Johnson Bus Company, 334-3146, to determine their eligibility for busing.

While on the bus, students are be expected to conduct themselves with respect for authority and consideration for fellow riders. Students with repeated offenses may lose their bus privileges.

Change of Status

Parents are to report changes of address, telephone, email address, or employment to the school office.

Chapel

Our school family joins together to worship the Lord each Wednesday morning at 8:10 a.m. Family and friends are always welcome to join us for worship. Students take an active role in chapel presentations under the direction of the pastors and teachers. Chapel offerings are collected to support a monthly mission project. We encourage our students to dress up for chapel as a way of honoring our Lord.

Christmas in Community

Students and their parents are encouraged to participate in Christmas in Community, a community service event.

Christmas Services

All lower grade students are expected to participate in the annual Christmas service.

Church Attendance

Worship is a natural response for all God has done for us. We encourage and expect our students and their families to be regular in worship because we know it is God-pleasing and beneficial to the entire Christian community. If you do not have a church home, we invite you to join us for worship on Saturday at 6:00 p.m.; on Sunday at 8:00 a.m., 9:30 a.m., or 11:00 a.m.; or on Wednesday at 6:00 p.m. Families are to record their weekly church attendance on the St. John's webpage - www.stjohnsschoolwestbend.org. They are expected to worship at least 39 times per year, to participate at least monthly in the Lord's Supper, and to regularly study God's Word. Families may include worship at another church twelve times during the year. Active participation in worship is expected of our school families as they set an example for their children.

Church Choral Participation

Classes are scheduled to participate in Sunday worship services. It is expected that every student participate when scheduled. *Participation in scheduled performances is a responsibility that comes with enrollment in St. John's Lutheran School and is not considered optional.* Anyone who knows in advance that they absolutely must miss a scheduled performance is requested to provide a written explanation to the music director before the performance. Those who cannot participate because of illness are expected to notify the leader or the principal.

Class Size Limits

Class sizes are limited as follows:

K3 – 12 per session

K4 – 17 per session

K5 – 24

Grade 1 – 26

Grade 2 – 26

Grade 3 – 28

Grade 4 – 28

Grade 5 – 32

Grade 6 – 32

Grade 7 – 32

Grade 8 – 32

Coaches

Our athletic director is in charge of our entire athletic program. Parents who desire to volunteer to coach need to contact Mr. Rose, our athletic director, who is in charge of all our coaching positions. The volunteer coaches deserve the respect and appreciation of our students and parents. These volunteers are not professionally trained, but are interested in the opportunities that a sports program offers to children. Mr. Rose shares a coach's handbook with each coach. This handbook explains the philosophy of our athletic program and explains the details of schedules and responsibilities. Parents interested in assisting with our athletic program should contact Mr. Rose.

Whenever parents have a concern with a coach, the concern should be brought to the coach first before bringing it to the athletic director or the principal.

Curriculum

Students at St. John's Lutheran School receive a well-rounded elementary curriculum grounded in God's Word. Our teachers have been specifically trained to integrate the Christian faith in all areas of the curriculum. The Scriptures provide the foundation for all learning. Our curriculum is reviewed and updated regularly.

Custody Notification

The school will respect the rights of parents/legal guardians with legal custody by observing any restrictions as to custody and physical placement as required by a court order, when a copy of the order is given to the school. It is the responsibility of the parent(s) with legal custody to provide the school principal with a copy of the most recent court order if restricted access to student records is requested.

Parents/guardians with legal custody, except those who have been denied periods of physical placement under state statutes, have the right to view the child's school records, receive school program reports and all school mailings, attend parent teacher conferences, attend school functions, and visit the child briefly at school.

It is the responsibility of the parent who does not have regular physical placement of the student to inform the school office of his/her name, address, email, and phone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school mailing and email list.

School procedure provides that only custodial parents with the right of physical placement have the right to remove the child from school. If more than one parent/guardian has the right of physical placement, it is the responsibility of such parents/guardians to provide the school with written documentation (court order or agreement signed by both parents) explaining the arrangement for physical placement.

Definitions for this policy:

Legal custody - the right and responsibility to make major decisions concerning the child.

Major decisions- include but are not limited to decisions regarding choice of school or religion; consent to marry, enter military service, and obtain driver's license; and authorization of health care.

Joint legal custody - both parties share legal custody and neither party's legal rights are superior except as a court may specifically order.

Damages

Students will be required to reimburse the school for loss or willful or careless damage to school property.

Delinquent Financial Accounts

Tuition is to be paid on a regular, monthly basis, July – June. Students whose families have delinquent accounts may not attend classes the following school year until the past due account is paid in full.

Discipline

“For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it.” Hebrews 12:11.

When infractions occur, they are handled in a Christian manner using the Law and the Gospel. The purpose of our discipline is to train our students to recognize their sin in a way that will lead them to repentance and forgiveness. Having been forgiven, our students are motivated to live their lives for the Lord. Christian love and concern is the guiding principle of our discipline.

In cases where students do not heed the instruction or warnings of teachers a pink slip for misbehavior may be given. Pink slips will be signed by the person issuing the pink slip and the principal. Students are to take the pink slip home, have their parents sign the pink slip, and return it to the school office the following school day. Parents are to review the pink slip with their child and take appropriate parental action. Parents with questions regarding pink slips should contact the teacher who originated the pink slip.

Students may receive a detention for major infractions and/or the receipt of three pink slips within one quarter or multiples thereof.

Detentions will be served in the principal’s office from 3:00 – 3:45 p.m. on the first school day following the receipt of a detention. Students assigned a detention will receive a letter stating the specific reason for the detention and the date when the detention is to be served. This letter is to be signed by the parent and returned to the school. Parents are expected to make transportation arrangements for their children on the day their detention is to be served.

Any student who receives three detentions in one school year will be required to meet with the principal and his/her parents within three school days of the third detention. Any student who receives more than three detentions during the same school year will be suspended from all extracurricular activities for twenty school days. Students who receive more than four detentions in one school year may be subject to suspension.

A student may be suspended from school for serious or repeated disciplinary problems. In all severe discipline cases the principal shall meet with the student to discuss the problem and shall get all pertinent information from those involved, including students, teachers, parents and/or other staff members. The principal shall then decide whether to suspend the student, and if so, the length of suspension.

Students who demonstrate severe misbehavior may be subject to expulsion.

Doors

For the safety of our students, all entry doors are locked during the school day. Guests may enter via the controlled accesses at the west or north entries.

Dress Code

“You shall be my witness.” (Acts 1:8) We are constantly witnessing to others through the way we work, play, walk, talk, and dress. Our students and staff are expected to dress in a manner worthy of their calling as Christians. Dress can also affect the way we feel, perform, and behave. Our dress code policy strives to establish a code for dress that maximizes Christian growth.

In general: Clothes should be modest. Clothes should not reveal underwear, undergarments or midriff. Clothes should be in good repair and clean. The fit of the clothing should be appropriate to the child. This means clothing is not too small, too tight or overly large. Room for growth is acceptable.

Shirts and Tops:

- Clothing may not be longer than fingertip length.
- Clothing may not have open backs or revealing fronts – a neckline no lower than 2” below the collar bone and is not to be so tight as to cling to the torso.
- Clothing may not reveal undergarments.
- Clothing that carries a message or picture should be a positive reflection of the Christian community in which this school is operated.
- Clothing worn by students in grades 5-8 must have sleeves.

Pants and Shorts:

- Clothing must be worn so that the midriff is covered at all times.
- Clothing may not have a dropped crotch or be excessively baggy or tight.
- Clothing may not reveal underwear or undergarments.
- Shorts may not be shorter than 4” above the knee and may not be worn during the months of November, December, January, or February.
- Frayed hems, see-through insets, cut-outs in clothing and clothing with words across the posterior are not permitted.
- Students in grades 5 through 8 may wear sweat/athletic pants and shorts for physical education and athletic events only.

Skirts and Dresses:

- Dresses may not have open backs or revealing fronts –necklines no lower than 2” below the collar bone.
- Clothing is not to be so tight as to cling to the torso.
- Skirts or dresses may not be shorter than 4” above the knee.
- Clothing may not reveal undergarments.
- Clothing worn by students in grades 5-8 must have sleeves.

Footwear:

- Footwear should always be safe and be appropriate for the school activity.
- Heel height may not exceed 2”.
- Laces must be worn in shoes which are designed for laces and they must be tied.
- Kindergarteners and students in grades 5 through 8 may not wear footwear with an open heel, such as flip-flops and slides

Chapel Attire:

- Since the school family worships together in the Lord’s house for Chapel services, worshippers are encouraged to dress up for those special days.

Miscellaneous:

- Boys may not wear earrings, hair bands, or hair clips.
- Hairstyles, hair coloring, haircuts, makeup, and jewelry are not to attract undue attention to a student’s overall appearance or interfere with learning. Mohawks are not permissible.
- Outerwear jackets are not permitted in the classroom without teacher permission.
- Attire should not be injurious to school property or other people.
- No caps or hats may be worn inside the school.
- Tattoos may not be visible
- Body piercings are not allowed with the exception of pierced ears for girls.

Dress Code Enforcement:

The parents, as the primary care givers, and the staff, acting as an extension of the home, are encouraged to consult with the principal regarding questions about the appropriateness of students’ apparel relative to the dress code policy. Students should feel free to ask the principal for advice regarding personal appearance and apparel choices before wearing them to school. The dress code applies to all school functions – such as the classroom, concerts, graduation, and awards night.

- Staff and parents may request a dress code check by completing a dress code referral form available in the school office.
- In the case of a potential dress code violation, the student will be sent to the office. A male staff member will check male student referrals while a female staff member will check female student referrals.
- If student is found to have a dress code violation, it will be confirmed by an additional staff member.
- If a dress code violation has occurred the student may not return to class until the violation has been corrected. The student in violation will contact his/her parent using the office phone to make the necessary arrangements to correct the violation.
- After three confirmed dress code violations a meeting will be scheduled with the student, parents, and principal.

2 Peter 2:12: *Live such good lives among the pagans that, though they accused you of doing wrong, they may see your good deeds and glorify God on the day he visits us.*

Drills

Fire and tornado drills are held regularly throughout the school year.

Due Process

As a Christian community we make a special effort to follow Matthew 18 when dealing with broken or strained relationships. The first step in God's plan of due process is to go and speak with the person with whom we have a problem. In many cases, the issue will be resolved with this meeting. If, after speaking with the individual, the matter is not resolved, another person may be enlisted to help resolve the matter. All too frequently we are tempted to go to everyone but the source when dealing with conflict. Parents are encouraged to contact the teacher directly about classroom concerns.

E-mail

The email addresses of our staff are available on our website at www.stjohnsschoolwestbend.org.

Eagles' Nest

The Eagle's Nest, our school newsletter, is published electronically on Thursdays. Since this is our main communication link between the school and the home, take several minutes to read it weekly. Articles for publication must be received in the office by Wednesday noon. The principal reserves the right to make the final decision regarding what is published. The newsletter will be sent to families via email and is available on our website at www.stjohnsschoolwestbend.org.

Early Childhood – Full Time Programs

Services for those who need full-time early childhood program for children from infancy through four years are provided through our Circle of Friends Childcare program. For more information on full-time care contact Cheryl Rudolf or Sandi Peterson at 334-4901.

Electronic Devices

Students are not allowed to use the following electronic devices while at school between 7:30 a.m. – 3:00 p.m.: cell phones, mp3 players, video game players, radios, cd players, dvd players, palm pilots, or the like. Such items will be confiscated by school officials and may be picked up by the parents only.

Emergency Care

Parents are notified whenever a student becomes sick or is injured. In the event that parents cannot be reached, the parent designated care-taker will be contacted. If neither the parent nor the designated care-taker can be reached, the child will remain at school, apart from the classroom, under supervision, until the parent or designated person can be reached. It is very important that designated care taker information, as well as other emergency phone number information be kept up-to-date. In the event of a serious emergency, the school may contact the family physician listed on the emergency form or the nearest emergency care facility. The cost of any emergency care is a parental responsibility.

Enrollment Procedures - New Families

The enrollment process begins with an interview with the principal to help new families become acquainted with the mission of St. John's. After the interview, families desiring to enroll must complete a registration form, available online, and return it to the school office after February 1. All enrollments are subject to a thirty day probationary period during which time either the faculty or the family may determine that enrollment is not in the best interest of either the student or the class. Parents of new students are to attend a new family orientation meeting in August.

Enrollment Procedures - Returning Families

Returning students from kindergarten through grade eight are to register by January 31 prior to the year of enrollment. Families not completing the enrollment process during this period forfeit their guarantee of a spot in the class and later enrollment is subject to the class size policy. All tuition and fees from the previous year must be paid in full before the child is allowed to attend a new school year.

Extra Curricular Eligibility

Any student whose grade point average for any quarter or mid-quarter is below 2.0 or who receives a failing grade in any subject for any quarter or mid-quarter will be ineligible for all extra-curricular activities from the time report cards or mid-quarter reports are distributed until his/her grade(s) have been raised to the eligible level at the next distribution of a report card or mid-quarter report.

Any student who receives an incomplete at the end of a quarter or mid-quarter in any subject will be ineligible for all extra-curricular activities from the time report cards or mid-quarter reports are distributed until the principal has been notified by the teacher that the work has been completed satisfactorily.

A student who does not meet the grade point or grade requirements may remain eligible as a result of an individual variance granted by the faculty members involved.

Fourth quarter grades affect eligibility for the first quarter of the next school year.

Faculty & Staff

The faculty and staff of St. John's Lutheran School are committed to providing our students with the finest Christian education possible. Our teachers have been specifically trained to integrate the Christian faith in all aspects of the curriculum. Our support staff shares this same commitment. A full listing of the faculty and staff is provided in the school directory.

Fees for Partial Year Attendance

Students who attend a partial year will be charged monthly tuition for each month of attendance whether it be a full month or a partial month.

Field Trips

Field trips are designed to expand the realm of education beyond the school grounds. They are considered part of the curriculum and participation is expected. The emergency form parents sign grants permission for in-district field trips. Parents are notified in writing prior to all field trips. When field trips are scheduled outside our school district a specific permission form will be sent home. The permission slip must be signed by a parent or guardian and returned prior to the field trip. We depend on many volunteers throughout our program. Teachers may contact parents to volunteer as field trip chaperones and drivers. Parents, please be willing to chaperone whenever possible. Chaperones are not to bring young children unless specifically invited by the teacher. The cost of transportation and chaperone participation in field trips will be shared by the entire class. If additional parents desire to participate in a field trip they need to receive permission from the teacher and are responsible for the fees. Parents who cannot afford a field trip are to contact the principal regarding financial assistance. Non-parental chaperones must be approved by the classroom teacher prior to the day of the event.

Fund Raising

We encourage our families to support our school by participating in our annual fundraisers: a magazine sale, a PPO sale, athletic tournaments, and the school auction. Monies from these fundraisers are used to increase the quality of our educational ministry.

Grading

Academic progress is recorded on a quarterly report card along with mid-quarter reports. Traditional letter grades are used to denote progress.

Harassment Policy

St. John's Lutheran Church and School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or employee by any other student or employee is prohibited. The church and school will treat allegations of harassment seriously, and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or an environment which is hostile or intimidating because of a person's race, creed, color, national origin, physical disability, or gender. Harassment can occur any time and includes, but is not limited to any or all of the following:

Verbal Harassment: Derogatory comments or jokes with intent to harass; threatening or obscene words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal movement.

Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory or inflammatory posters, cartoons, written words or drawings.

Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and unwelcome verbal or physical conduct of a sexual nature. Reporting of harassment: Students or employees who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students or employees do not feel comfortable doing this or are unable to do so, they shall direct their complaint to the principal, a teacher, or any pastor of the congregation.

Homework

Homework is an important part of the learning process for students at St. John's. Students are expected to complete their homework neatly, accurately, and in a timely manner. Generally the amount of homework increases with the child's age, and the general rule of thumb is 10 minutes per grade level (i.e. 1st grade – 10 minutes, 2nd grade – 20 minutes, 3rd grade – 30 minutes, etc.). Studying for tests, working on special projects, not using classroom time effectively, or some other reason may affect the amount of time spent on any one night. If a student is regularly spending two or three hours per night on homework, this may be a cause for concern, and parents should notify the classroom teacher. There are numerous factors that may contribute to lengthy homework sessions, and those matters are best discussed between the parent and teacher. High quality work is the expectation of all students enrolled in St. John's.

Honor Students

The St. John's Lutheran School honor roll is made up of students in grades five through eight who complete a quarter with a 3.5 or higher grade point average on a 4 point scale. Students who achieve a grade point average between 3.0 – 3.49 qualify for the honorable mention roll. Honor students receive a certificate and their names are submitted for publication in the local newspaper.

Hot Lunch

Hot lunch, including milk, may be ordered daily. Milk may also be purchased by those who bring their own lunches and for those who want milk during the morning break. Milk tickets are sold in quantities of 25. Lunch is eaten in the classrooms. Our hot lunches are prepared by the West Bend Public School. The menu is the same as the public school elementary menu. We also depend upon parent volunteers daily to assist with the food preparation. If you have questions about our hot lunch program or your billing, please contact Mary Kilian, our hot lunch coordinator.

Hot Lunch - Federal Free or Reduced Program

Free or reduced price lunches are available for families who meet the eligibility guidelines under the National School Lunch Program. Application forms are available in the office.

Insurance

St. John's Lutheran Church and School does not assume responsibility for financial expenses incurred due to injuries incurred during school related events. Therefore families are encouraged to purchase their own health and accident insurance.

Lambs

Lambs, an extra-curricular choral group, is available to students in grades 2-4 throughout the school year and to students in grade 1 the second semester. Students meet with Mrs. Hesse on Thursdays from 3:00 – 3:45 p.m. in the music room. The Lambs sing approximately six times per year for services and concerts. Participants who accumulate more than two unexcused absences for performances will not be able to continue in Lambs. Absences are excused at the discretion of the director. An announcement identifying the start of the Lambs season will be made soon after the start of the school year.

Library Procedures

Lower grade students may check out 2 books and/or magazines for a one week period. Upper grade students may check out 5 books for four weeks. When no Librarian is present, students are to use the self-checkout list on the clipboard to sign out their books. Returned books and magazines should be dropped off in the book return slot in the library or given to the librarian. They are not to be returned directly to the shelves. The librarian reserves the right to restrict check outs for students with overdue materials. We do not charge fines for library materials turned in late, but lost or damaged books will be assessed at \$10.00 per paperback, \$15.00 per bound paperback, and \$25.00 per hard cover book. Lost magazines are \$2.00.

Medication

All medications are administered according to the Wisconsin Legislation Act 160. Parents whose children need medication administered at school must submit the required medical authorization forms and ***bring the medication to the office in person in the original container***. Designated school personnel will administer the medication. No medication shall be administered unless the required forms have been submitted- the Medical Provider Authorization Form and the Parent Medication Authorization Form. Students with inhalers are required to submit an Asthma Inhaler Administration Authorization Form before using their inhalers at school.

Non-prescription medication shall be administered only with written instructions and permission from the student's parent or guardian. Non-prescription medication must be provided in the original container.

Prescription medication shall be administered only with written instructions, permission from the student's parent or guardian, permission from the physician, and a properly labeled container houses the medication. The label shall include:

- a. The name of the student (first and last)
- b. The name of the medication
- c. The name of the prescribing physician
- d. The dosage to be given
- e. The effective date
- f. Directions for administration.

Milk Tickets

Milk tickets for twenty-five milks are available from the school office. St. John's assumes no liability for lost milk tickets. Milk tickets are to be paid in advance, and they are transferable.

Morning Drop Off

The east doors near the gym and the west doors near the office will be unlocked at 7:30 a.m. Students are allowed to enter the building and go directly to the gym where they will be supervised by a teacher until the 7:50 a.m. bell. After the 7:50 a.m. bell, students may enter the building and go directly to their classrooms. The north doors will not be opened until 7:50 a.m. Students entering the building before 7:50 a.m. are to go directly to the gym unless they are involved in another school activity at that time, such as band. Parents, if your children do not wish to wait in the gym do not bring them to school until 7:50 a.m.

Musical

Students in grades 1 – 5 perform a musical annually under the direction of the music teacher.

Outdoor Education

Each year our seventh graders enjoy a three day camping experience in conjunction with neighboring Lutheran schools. The expense of the October event is the responsibility of the parents. To help with budgeting for this event, the cost is approximately \$125. Details will be furnished to seventh grade families in the fall.

Parent-Teacher Conferences

Parent-teacher conferences may be held anytime at the request of a parent or teacher. Formal conferences will be scheduled at the end of the first quarter and at the third mid-quarter. Parents are expected to participate in these conferences scheduled by our room parents. In the event of an unexpected scheduling conflict, parents are to call the classroom teacher to reschedule the conference.

Parent Partnership Organization

Every school parent is a member of our Parent Partnership Organization. The purpose of the PPO is to develop a close relationship between the school and home for the benefit of our students. Parents are expected to take an active part in the functions and projects of the PPO such as helping host our volleyball and basketball tournaments and participating in a sale. The PPO officers are:

Co-President.....	Lauren Heller & Heidi Zerillo
Honorary Chair	Sue Treis
Vice President	Tami Knoll & Cheryl Wipperfurth
Secretary	Jill Krell
Treasurer	Joanne Reseburg
Faculty Representative.....	Molly Raddemann

Party Invitations

Parents are to make all party arrangements outside the school so no child feels left out. Please do not have your children distribute invitations at school.

Physical Examinations

Physical exams are recommended of all students entering one of our early childhood or kindergarten program for the first time, grade five, and all new students who may be entering at other levels. An athletic physical exam is required of all fifth and seventh grade athletes participating in interscholastic activities and all new student athletes to St. John's.

Physical Education

Tennis shoes are required for physical education classes. Students who cannot tie their shoes are to wear shoes with Velcro. Physical education students in grades 5 through 8 are to have special clothes that they change into for physical education. They must change out of these clothes at the end of the period unless the physical education class is the last period of the day. Students are expected to provide their own locks to lock their equipment.

Recess

Students are encouraged to participate in outdoor noon recess daily. All students are expected to go outside for recess. A study room is available for upper grade students from November through February only. If the temperature is below 0° Fahrenheit and/or the wind chill is below -10° Fahrenheit students will remain inside for recess. During winter months, lower grade students are expected to wear coats, hats, gloves/mittens, snow pants, and boots.

Reporting of Abuse

Wisconsin State law requires the St. John's staff to report any suspected child abuse. The staff will, in good faith, report such cases to the proper authorities.

Riveredge Nature Center

The Riveredge Nature Center is used to provide our students with an environmental education.

Room Parents

If you would like to serve as a room parent, please contact the classroom teacher of the grade in which you would like to serve. Typically, room parents help with holiday parties, faculty birthday parties, teacher conferences, and auction projects..

School Hours

K3	8:30 a.m. – 11:30 a.m.
K4	8:30 a.m. – 11:30 a.m.
Half Day Kindergarten	8:00 a.m. – 11:30 a.m.
Full Day Students	8:00 a.m. – 3:00 p.m.

School Photos

Individual student pictures are taken in the fall by a professional photographer. Activity photos are taken in January for the annual yearbook which is distributed the last week of school.

School Supplies

Parents are responsible for purchasing school supplies for their children. Bibles, hymnals, catechisms, assignment books, recorders, headphones and pencil grips are available for purchase through the school office. Supply lists are available at local merchants and the school website.

Scrip

Parents may purchase Scrip online to help offset their tuition costs. The profit from Scrip purchases is credited to designated tuition accounts three times per year. More information is located on our website.

Show and Tell

Primary grade children participate in Show and Tell. Children may bring toys, books, and other items of interest to talk about. Please label delicate or precious items “look but don’t touch.” Toy guns or weapons are not to be brought to school. Pets are allowed provided the parent brings them and arrangements have been made with the teacher prior to the visit. The teacher reserves the right to limit these visits at his/her discretion.

Skateboards and Roller Blades

The use of skateboards, roller blades, and scooters is prohibited on school property during school hours.

Smoking

Smoking is not permitted on the school grounds.

Students Leaving School Grounds

Students are not permitted to leave the school grounds during the school day unless accompanied by their parent/guardian, or a parent/guardian designated adult. ***Parents needing to pick up children during the day must come to the office, not to the classroom.***

When students have practices or games scheduled after school, parents are not to assume the school is responsible for child care activities before the practice or game begins. Therefore we ask that parents make arrangements for the supervision of their children during these time periods. Parents are encouraged to restrict their children from walking the streets or the hallways.

Substance Abuse

Substance abuse can seriously impede a student's education, can threaten the welfare of the entire school community, and is outside our norm for Christian behavior. In this policy "substance" means alcoholic beverages, controlled dangerous substances, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing solvent having the property of releasing toxic vapors or fumes, or over the counter prescription medications which are improperly used.

Substance abuse means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized to treat sick or injured people.

The use, possession, or distribution of a substance, as previously defined, on school premises, at any event away from the school premises sponsored by the school, or on any transportation vehicle provided by the school is prohibited.

A student who uses, possesses, or distributes such a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense, the nature of the problem, and the student's needs. Discipline may include suspension or expulsion.

Any staff member, paid or volunteer, who has reason to believe a student is in violation of this policy will report the matter immediately to the Principal or the designated person in charge.

The principal or his/her designee will immediately notify the student's parent or guardian of the suspected substance abuse. If substance abuse is substantiated, discipline measures will be taken accordingly.

Tardiness

Students are to be in their classrooms by 8:00 a.m. Those who arrive after the 8:00 a.m. bell are tardy and must go to the office to sign-up for hot or cold lunch before going to the classroom. They will receive a tardy slip which they are to return to their classroom teacher. Parents who know their children will be late should call the office. Students who are tardy five times or multiples thereof will receive a pink slip.

Telephone Use

School phones are reserved for school business. Parents should call their children only in cases of extreme emergency. Students needing to place a phone call may request permission to do so in the office. Students are not to use the school phones to arrange after school or over-night visits with classmates.

Tuition

Tuition, if not paid in advance, is due in twelve equal month payments on the first day of each month beginning July 1 and ending June 1. Tuition rates for 2011-2012 are listed below. A multiple student discount of approximately \$200 applies to each student beyond the first enrolled.

	<u>Member</u>	<u>Non-Member</u>
Full Day	\$2,748	\$5,004
1/2 Day Kindergarten	\$1,380	\$2,508
K4	\$1,464	\$1,464
K3	\$ 984	\$ 984

Tuition Grants

Tuition grants are available for families in need of assistance. Development Testing Services is used to determine a family's need. Grant applications are available in the school office. Parents are responsible for paying the small processing fee when they submit their applications. All tuition grant applications remain confidential and the Educational Grants, Scholarships, and Partnerships Ministry Team make all final grant determinations. These grants are made possible through the generous gifts of friends of St. John's who desire to make a Christian education possible for every student. If you would like to help support this program contact the school office. The following provisions have been adopted by the Educational Grants, Scholarships, and Partnerships Ministry Team:

1. Grants will be issued on a first come, first served basis.
2. All grants are subject to the availability of funds.
3. No loans will be made.
4. All applicants must submit an application through DTS.
5. The ministry team need not be bound by the results of the analysis.
6. All applications will be kept confidential.
7. No grants will be given for prior year debts.

Visitors

We extend an open invitation to all parents to visit our school. Please check in at the school office upon arrival. Visits are to be approved in advance.

Volunteer Drivers

Volunteer drivers are required to have a validation form on file before transporting St. John's students and the vehicle must have seating that meets all state regulations. Forms are available in the office for each event. Drivers must be at least 21 years old to transport students.

Washington, D.C. Class Trip

Each year our 8th graders take a class trip to Washington, D.C., as the culminating event in their study of U.S. history. 8th grade students and their parents are encouraged to attend this post-school trip in June.

Weather Related Cancellations

When the West Bend Public School system cancels school because of inclement weather, St. John's will be closed also. Listen to WBKV radio at 1470 am for closing announcements or WTMJ 620 radio or Channel 4 TV. Closings are also posted on our website and by telephone via *School Reach*.

Website

Our website address is www.stjohnsschoolwestbend.org. Parents are encouraged to frequent our website to keep informed.